

## Getting the Word Out

The following are tips on how you can promote your GRADUATE-related research, event and/or new initiative:

1. **FGPA** - Share your news with [Lin Moody](#) in the Faculty of Graduate and Postdoctoral Affairs. Venues include (a) FGPA websites (b) [TheGraduate@Carleton](#) newsletter (c) Important Dates calendar on websites and the newsletter.
2. **Faculty** - Share your news with your Faculty Communications Officer.  
[Valerie Pereboom](#) (Science)  
[Nick Ward](#) (FASS)  
[Adam Landry](#) (Engineering & Design)  
[Karen Kelly](#) (FPA)
3. **Departmental Website** – Your website administrator can upload news events on an ongoing basis.
4. **University Communications** - DUC can then help you figure out if your story would be of interest to the media and the best way to publicize. Contacts are: [Beth Gorham](#) (Manager of Public Affairs) and the two Media Relations Officers: [Steve Reid](#) and [Chris Cline](#).
5. **Today@Carleton** – This is a daily e-mail bulletin that reaches the Carleton community. Fill out this form to [subscribe, unsubscribe, or submit an item](#).
6. **Carleton Now** is the university's monthly online newspaper. Submit a story idea to [Beth Gorham](#) before Jan 31/16 and to [Maria McClintock](#) after that time. Both are at DUC.
7. **LED signs** are available to promote important events and initiatives on campus. [Make a submission](#). Review [formatting guidelines](#) for the Bronson sign and the internal LED signs.
8. University calendar: [Submit your event](#).
9. Graduate students who think they have a great research story to tell are welcome to attend the monthly media training courses offered by DUC. Students are given the opportunity to do role-play interviews. The handouts are available [here](#).